

INSTRUCTIONS FOR BILLBOARD APPLICATION

Type of Request Check box:

Check the box that represents the reason for the use of this application.

☐ Proposed Sign ☐ Existing Sign ☐ Addendum ☐ Name Transfer ☐ Changeable Message Signs

ITEM #1 Name of Sign Owner/Applicant

The sign owner/applicant is the person, partnership, company, corporation, association, or agency that owns the sign. They should supply their name and complete address here. Include a representative name, e-mail, and phone number from the sign company that could provide information about the sign.

ITEM #2 Name of Owner of Property

The name and complete address of the person, partnership, company, corporation, association, or agency who owns the property on which the sign is placed should be listed here. Also include the phone number if available.

2(a) A property owner permission affidavit must be attached to this application.

A blank owner permission affidavit can be found at: <https://secure.in.gov/indot/2501.htm>

ITEM #3 Type of Highway

Check the appropriate box preceding Interstate, US or State Road and then enter Highway Number from which the sign is visible.

EXAMPLE: ☒ Interstate ☐ U.S. ☐ S.R. I-69 (Highway Number)

Estimated Erection Date (month, day, and year): Enter the date the billboard was or will be erected.

Permits are required for all off premise outdoor advertising signs along control routes. If you are not sure the subject road is a control route, contact your nearest INDOT district office permit section.

ITEM #4(a) Side of Highway

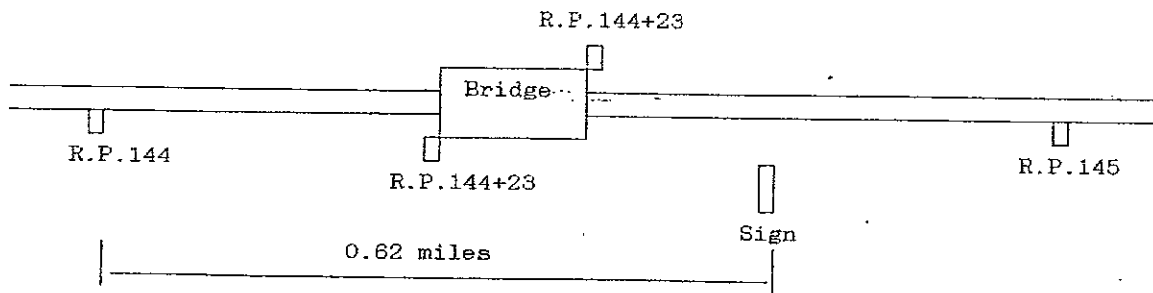
Check which side of the Highway the sign is or will be located (**N=North, S=South, E=East, W=West**). All odd numbered highways (**I-65, S.R.63, etc.**) travel in the north/south direction and the sign will either be on the east or west side of the highway. All even numbered highways (**I-70, S.R.114, etc.**) travel in the east/west direction and the sign will either be on the south or north side of the highway.

ITEM #4(b) Direction of Travel

Check the Direction (**N=North, S=South, E=East, W=West**) of the sign location in relation to the direction of travel of the highway. All odd numbered highways (**I-65, S.R.63, etc.**) travel in the north/south direction. All even numbered highways (**I-70, S.R.114, etc.**) travel in the east/west direction.

ITEM #5 Between reference signs/mile markers ____ and ____

Mile Markers are the small green signs placed along the Interstate System at approximately 1 mile increments. Reference signs with the blue background are used on all other roadways. The applicant should locate the two reference signs or mile markers that their sign is between. The signs used should not be one of the signs used for referencing a bridge (i.e. R.R.P. 144+23). List the two sign numbers. Then give the distance in miles from the smaller numbered reference post or mile marker. This distance should be to the nearest tenth of a mile and be measured along the roadway in the same manner as the distance is measured between two advertising signs. See the example below.



The sign is between reference sign/mile markers 144 & 145 and 0.62 miles from reference post 144.

ITEM #6 Location Description

Give the County Name and attach the sketch referred to in Item #5.

(a) Feet to Nearest Sign (excluding official directional, on premise and "for sale" signs)

Give the distance in feet to the nearest outdoor advertising sign.

(b) Feet from Right of Way line of highway checked in item 3 (Must be within 660 feet of the right of way)

Give the distance of feet from the right of way to the sign.

(c) Distance to nearest intersection/ramp

Give the distance in feet and the direction from the nearest intersection, overpass, underpass, or ramp.

(EXAMPLE: 550 feet east of the River Road overpass.) (1 mile = 5280 feet)

Check the box for the direction to the nearest intersection, overpass, underpass or ramp. (North, South, East or West).

Specify which intersection/ramp

(d) Can Sign be seen from a scenic byway? Check yes or no. If yes, name the scenic byway.**(e) Is the highway a limited access facility? Check yes or no.**

Note: All interstates and most divided highways are limited access.

ITEMS #7 Is sign located in an unzoned commercial or industrial area? Yes or No

An unzoned area is an area where there is no stipulation of land use. It is an area where no governing agency has jurisdiction over the types of activities that occur on a specific plot of land.

If unzoned, identify qualifying commercial or industrial activity.

If the sign is in an unzoned commercial or industrial area the business or activity that would qualify the area should be given. Outdoor advertising is only allowed within 600 feet of a qualifying business. See Outdoor Advertising Manual for more details regarding spacing in unzoned areas.

Item #8 Is sign located in a zoned commercial or industrial area?

Outdoor Advertising signs are only allowed in zoned areas designated for commercial or industrial use.

A line is available for explaining the zoning (**Example – primary zoning: C-1, Explain zoning classification: Commercial District one**).

ITEM #9 City or county permit number, if any

If the sign has been issued a permit by a City or County authority, give the permit number. Also give the primary and secondary (**if applicable**) zoning of the land where the sign is placed.

Zoning Classification (primary)

Explain Zoning Classification (zoning affidavit and local building permit must be attached.)

ITEM #10 Is Sign in City Limits

Check the box if the sign is inside the incorporated town or city limits and also provide the controlling Municipality.

ITEM #11 Property Rezoned after March 15, 1986

Was the property rezoned for the explicit purpose of erecting a billboard after March 15, 1986? Check yes or no and if answer is yes a copy of zoning minutes will be required.

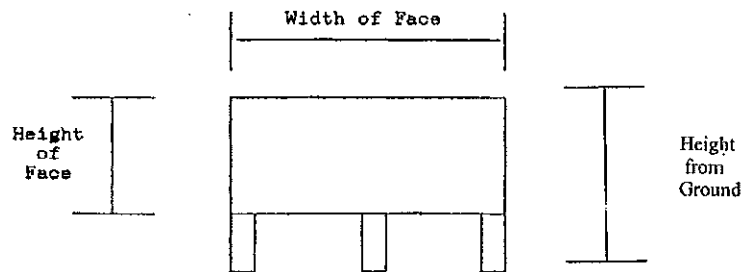
If any zoning action has taken place on the property for the purpose of erecting a billboard. This would be an action such as rezoning a property from agriculture to business or from I-2 to I-4 Check Yes or No.

ITEM #12 Sign Height

Overall height of sign which is the total height including supports, measured from the ground to the highest point of the sign. (See figure in item #13)

ITEM #13 Sign Size

The dimensions of the sign should be given in this area. The figure below shows the dimensions needed. The area of the sign is calculated by multiplying the width of face by the height of face.



ITEM #14 Type of Sign

A check should be placed in the box that describes the type of sign. If more than one description is true, check other and explain.

ITEM #15 Number of Supports

Give the number of vertical supports used for the sign. The type of material used for the supports shall also be specified.

ITEM #16 Illumination

Check the appropriate box to indicate if lights are used to illuminate the sign.

ITEM #17 Sign Advertisement Activities

Check the box of the appropriate answer to this question. No permit from INDOT is required for signs advertising activities only taking place on the property where the sign is located.

Under Changeable Message signs check the box yes or no. Changeable message signs will require additional information as to timing and configuration. Only legal conforming signs can be changed to changeable message signs.

Finalizing the Application

Once the registration has been filled out completely, the sign owner must sign the application form verifying that all the information given is correct.

Additional Questions

If you have any additional questions, contact your nearest INDOT district office.